

MACROAREA	AREA	FAQ	FAQ RESPONSE
Portal access and navigation	General information	What is the "Statistics & Companies" Portal?	The "Statistica e Imprese" Portal is a centralised system that offers services to support the company in meeting statistical requirements. The website (https://imprese.istat.it) allows access to all the questionnaires in which the company is involved, enables viewing of the expiry date and the fulfilment status of each of them. Moreover, through the Portal the company is able to communicate any changes in the company master data and transformation events. Through the main user (identified by the system as an administrator) the company is able to create other users (delegates) for the management of the various Istat questionnaires. The activation of a delegate involves the automatic sending of personal access details directly to the e-mail address of the delegated user.
Portal access and navigation	General information	What are the functions of the portal administrator?	The Portal administrator is the contact person for the statistical activities within the company. It is identified by the system as a user who makes the first access with the initial credentials and their username is identified by the 9-digit company code preceded by a capital P. The administrator user is able to view all the surveys and can access all the questionnaires. They do not necessarily have to be a compiler of all the questionnaires as they can, if necessary, create delegates through the specific "Gestione delegati" function.
Portal access and navigation	Access	The initial credentials indicated in the Certified E-mail Address communication, are not functional. I am unable to log in.	If the initial credentials are not working, the company may already be registered on the portal and the initial details may have been replaced by the user who registered on the first access. For any verification, it is possible to contact the free-phone number shown in the information letter received.

Portal access and navigation	Access	I am the portal administrator and I am unable to login. How can I retrieve the new details?	The administrator user code consists of the 9-digit company code, with possible initial zeros, preceded by a capital P. In the event that the personal password is lost, it is necessary to use the "Hai dimenticato la password?" function, entering your user code as your username and as an e-mail the e-mail address used during registration.
Portal access and navigation	Access	I am a delegate for completion of the questionnaires and I am unable to log in. How can I retrieve the new details?	The user code of the delegate for compilation is the e-mail address used when creating the account. In the event that the personal password is lost, it is necessary to use the "Hai dimenticato la password?" function, entering your e-mail address as your username and as an e-mail the email address used during registration.
Portal access and navigation	"My profile" management	I am registering with the administrator profile. In the "Nome " and "Cognome" fields of the "Il mio profilo" section should I enter the company name or the owner's name?	If you are registering with the administrator profile, generic fields such as, for example, the company name must not be entered in these fields. As the role of Portal Administrator also involves the management of referent and compiler profiles, it is important that the person performing this role is identifiable. It follows that the first name and last name must refer to the person who actually performs this role.
Portal access and navigation	My profile management	I am registering with the contact/compiler profile. In the "Nome" and "Cognome" fields of the "Il mio profilo" section should I enter the company name or the owner's name?	If you are registering with the referent/compiler profile, generic fields such as, for example, the company name or the name of the company owner must not be entered in these fields. It is important that the first name and last name refer to the person who actually performs these roles.
Portal access and navigation	My profile management	Is the tax code to be entered in the field of the same name that of the	No. The tax code is the personal code and must refer to the user who registers on the Portal. It is not a mandatory field and, if entered, can be used as a username to access the Portal.

Portal access and navigation	My profile management	I'm registering on the portal and I own several e-mail addresses. Which one should I enter in the "E-mail" field?	The address to be entered in the "E-mail" field must be that of ordinary electronic mail and not the Certified E-mail Address. Ideally it should be personal and should not belong to the relevant office. It is advisable to avoid generic e-mails, such as info@dominio.it. The address will be used to receive communications on password changes for access to the Portal (e.g. in the event of loss) and to receive communications about the survey (e.g. reminders) .
Portal access and navigation	My profile management	The "Ufficio" field is mandatory. What do I need to enter if I don't belong to a particular office?	In the "Ufficio" field the office that the user belongs to must be entered, for example, Personnel, Administration, Accounting, Management Control, etc. If there is no particular office, it is possible to use the "Altro" item.
Portal access and navigation	Delegates management	How can I create a new delegate?	To insert a new delegate, it is necessary to log in with the administrator profile in the "Gestione delegati" section of the Portal and to create a new delegate in the "Inserisci nuovo delegato" area. For the success of the operation, it is necessary to select the "Attivo" option within the form and to choose the survey/surveys to be assigned to the delegate. At the time of activation, the system will automatically send an e-mail to the interested party with the personal details (username and password) to access the Portal and to view the assigned surveys.
Portal access and navigation	Delegates management	Can I delegate more than one person to complete the questionnaire?	Yes. it is possible to delegate several persons to compile the same survey.
Portal access and navigation	Delegates management	Can I delegate someone outside the company to fill in the questionnaire?	Yes. Delegates can be directed to both internal and external personnel.
obbligo	Delegates management	What is the difference between the role of referent and that of compiler?	Both roles can access the questionnaires and compile them, if they have been enabled for the reading and writing functions. The only difference is that the role of referent can in turn create new compilers for the surveys to which they are enabled.

Portal access and navigation	Delegates management	Can a delegate be replaced?	Yes. To replace an existing delegate, go to the "Gestione delegati" section of the Portal, delete the old one by clicking on the corresponding delete icon (recycle bin), and create a new one in the "Inserisci nuovo delegato" section. For the success of the operation, select the "Attivo" option within the form and choose the survey/surveys to be attributed to the new delegate.
Portal access and navigation	Delegates management	Can the data of a delegate be changed?	Yes. The data of a representative may be edited both by the user with administrator profile and by the representative. Where the editing is done by the administrator to change the data, it is necessary to access the "Gestione delegati" section of the Portal, enter the profile of the representative, by clicking on the corresponding editing icon (pencil), and then rectify the data. Where the editing is the work of the representative himself, it is necessary to access the "Il mio Profilo" section. If the representative's email address is edited, the system will continue to recognise the initial email address as that representative's username. The new address will only be used for communications starting from the date of the editing.
Portal access and navigation	Delegates management	I have activated a delegate, but this, while accessing the Portal with their details, does not display the survey/questionnaire of interest.	The delegate does not view the survey, because in the activation phase it was not assigned. For this purpose, it is necessary to access the Portal with the administrator details, to go to the "Gestione delegati" section, to enter the profile of the delegate concerned and to select the survey or surveys for which they are responsible.
Questionnaires and surveys	Questionnaire access and status	What are the methods for completing and returning the questionnaire?	The form for completing the questionnaire is exclusively electronic and the submission procedure is telematic. Therefore, the entire process takes place online, directly through the site, by filling in the form provided. The conditions for accessing and completing the questionnaire are specified in the information letter sent to each company.

Questionnaires and surveys	Questionnaire access and status	Where can I download a facsimile copy of the questionnaire?	The entire documentation relating to the Permanent Census of companies is available on the Istat website at the following link: http://www.istat.it/it/censimenti/imprese/documentazione . The questionnaire must be filled out only electronically and the procedure for sending it, in order to comply with the obligation to reply, is carried out exclusively online.
Questionnaires and surveys	Questionnaire access and status	Which version of the questionnaire should I fill out?	By accessing the questionnaire completion system, the company will directly view the questions it is called upon to answer in order to comply with the obligation to reply. The SHORT version of the questionnaire, i.e. Questionnaire for companies with 3-9 employees, includes questions marked with the letter "X", such as question "X.1.4". All the questions included in the SHORT version are also present in the LONG version, i.e. Questionnaire for companies with at least 10 employees, save for the question on strategic decisions (question "S.1.3").
Questionnaires and surveys	Questionnaire access and status	Why are there two versions of the questionnaire and what criterion has been adopted to allocate them to companies?	Considering that the companies involved in the Census form a very heterogeneous group of companies, Istat, in order to bring the questionnaire as much in touch as possible with the individual corporate realities, presents a more extensive and articulated questionnaire (LONG version – i.e. Questionnaire for companies with at least 10 employees) to small-sized (with 10-49 employees), medium-sized (with 50-249 employees) and large-sized companies (with 250 employees upwards), whereas a more reduced model (SHORT version – i.e. Questionnaire for companies with 3-9 employees) is addressed to micro-companies. All the questions included in the SHORT version are also present in the LONG version, with the single exception of the question on strategic decisions (question "S.1.3"). It should be noted that the allocation of the two models of questionnaire was defined according to updated information on the average number of employees in legal units as contained in the Istat statistical registers available at the time of selecting the sample units.

Questionnaires and surveys	Questionnaire access and status	Must the questionnaire be filled out starting from the first section?	Yes, it is advisable to start filling it in from the first section headed "Proprietà, controllo e gestione", since question 1.5 on the company's affiliation to groups acts as a filter to other questions included in section 4, "Mercato". Apart from these connections, the other sections need not be filled out sequentially. The questionnaire may also be filled out at different times, by saving any information entered and resuming the process later.
Questionnaires and surveys	Questionnaire access and status	Must all sections of the questionnaire be filled out?	The sections of the questionnaire to be filled out are those in which it is possible to identify the data relevant to the activity of the company. If, for example, a company has not acquired human resources (section 2) or has not carried out production activities abroad (section 7), the corresponding questions (2.2 to 2.4 or X.7.2 to X.7.6) need not be completed and will not be displayed in the web questionnaire.
Questionnaires and surveys	Questionnaire access and status	Is it possible to fill in the questionnaire at different times, saving the information entered?	The questionnaire can also be filled out at different times, saving the information entered and resuming compilation at a later time.
Questionnaires and surveys	Survey calendar	What is the survey data collection period?	Data collection is carried out from 28 November 2022 to 31 March 2023, as indicated in the information letter signed by the Istat President, sent to all the companies included in the survey sample.
Questionnaires and surveys	Survey calendar	What is the time frame for the survey data collection?	Data collection ends on 31 March 2023, as indicated in the information letter signed by the Istat President, sent to all the companies included in the survey sample.
Questionnaires and surveys	Survey calendar	What is the reference year for the data?	The reference year is 2022 (coinciding with the calendar year), unless otherwise specified in the text of the question.
Questionnaires and surveys	Questionnaire access and status	Is it possible to modify the data of a questionnaire that has already been sent?	To edit the data of a questionnaire already sent, you must contact the Toll Free Number 800.188.847 available Monday to Friday from 9 a.m. to 7 p. m. Once the questionnaire is reopened, it will be possible to introduce the appropriate corrections and send the final version.

<p>Questionnaires and surveys</p>	<p>Questionnaire access and status</p>	<p>Is there a receipt for completing the questionnaire?</p>	<p>Once the questionnaire is completed, the system makes the questionnaire submission page available. From this page, the final version of the questionnaire is sent by clicking on "Invia il questionario". When pressing this key, the system displays the "Questionario inviato" page, from which you can download:</p> <ul style="list-style-type: none"> - copy of the questionnaire in pdf by clicking on "Scarica il questionario"; - receipt of successful submission by clicking on "Scarica ricevuta", alternatively, you may enter an email address to which the system will send the receipt itself. <p>Kindly note that the successful completion will also be displayed in the "Stato invio" of the dedicated "Rilevazioni" section of the Portale delle Imprese.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire access and status</p>	<p>I filled out the questionnaire, but no receipt was sent to me.</p>	<p>It is possible to access the questionnaire until the end of the survey, and if the final submission has already taken place, access is automatically gained to the "Questionario inviato" page, from which you can download:</p> <ul style="list-style-type: none"> - copy of the questionnaire in pdf by clicking on "Scarica questionario"; - receipt of successful submission by clicking on "Scarica ricevuta", alternatively, you may enter an email address to which the system will send the receipt itself.
<p>Questionnaires and surveys</p>	<p>Questionnaire access and status</p>	<p>I sent the final version of the questionnaire: can I get a copy?</p>	<p>It is possible to access the questionnaire until the end of the survey, and if the final submission has already taken place, access is automatically gained to the "Questionario inviato" page, from which you can download:</p> <ul style="list-style-type: none"> - copy of the questionnaire in pdf by clicking on "Scarica questionario"; - receipt of successful submission by clicking on "Scarica ricevuta", alternatively, you may enter an email address to which the system will send the receipt itself.

<p>Questionnaires and surveys</p>	<p>Questionnaire access and status</p>	<p>I received the deadline reminder even though the questionnaire has been sent</p>	<p>It is possible to check whether the questionnaire is "Da inviare" or actually "Inviato" in the "Stato invio" within the "Rilevazioni" section of the Portal, in correspondence with the "Censimento permanente delle imprese - codice PSN IST-02623".</p> <p>If the questionnaire is "Inviato", you can simply ignore the reminder received.</p> <p>If it is "Da inviare", we invite you to access again the statistical Portale delle Imprese, fill out the entire questionnaire of the "Censimento permanente delle imprese - codice PSN IST-02623" and complete its submission.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire access and status</p>	<p>How can I get the questionnaire of the previous edition of the Census?</p>	<p>It is not possible to send a copy of the filled out questionnaire of the previous edition, since – in compliance with the law on privacy – the data is saved separately from the company identification code. It is the company’s responsibility to keep a copy for itself. It is advisable to check, in the company email archive, the presence of the email – with a copy of the 2018 questionnaire and related request attached</p>
<p>Questionnaires and surveys</p>	<p>Objectives and observations field</p>	<p>What is the objective of the permanent Census of economic units?</p>	<p>The aim of the Census is to update the framework on the structure and competitiveness of companies to capture changes in the national production system. The information of sketching this picture is taken from statistical registers and from current surveys, to which are added new ones on emerging aspects of great importance for competitiveness, social and environmental sustainability of companies and the economic growth of a country.</p>
<p>Questionnaires and surveys</p>	<p>Objectives and observations field</p>	<p>What are the survey units involved in the survey?</p>	<p>The survey recording units are all Italian companies with at least 3 employees. Large companies (with 20 or more employees) are all called to respond to the questionnaire, while small and medium-sized enterprises are identified and randomly selected by sector of economic activity and region. Overall, the survey involves approximately 280 thousand companies.</p>

Questionnaires and surveys	Objectives and observations field	How was the sample created?	The sample consists of a mixed sampling strategy: a census for companies with at least 20 employees and a sample for smaller companies.
Questionnaires and surveys	Objectives and observations field	If the company has not performed production activities, must it answer the questionnaire?	The electronic questionnaire must be completed and sent even if the company has not carried out any productive activity. The questionnaire was designed by taking into account both companies producing goods and companies offering services to other companies or to people. When filling in the questionnaire, the company will find many questions that in the text of the question or in the answering method refer to both types of economic activity. Companies that offer services include, for instance, retail or wholesale businesses, professional firms whose customer base consists in other companies or people, public service companies, etc.
Questionnaires and surveys	Objectives and observations field	I am not a company but a self-employed professional. Must I still fill in the questionnaire?	All the companies that received the notice fall under the scope of observation of the Census. The survey, in fact, comprises also economic activities differing from production and sales, such as professional services and activities, so the sphere of its concern extends to activities performed by self-employed professionals and by professional associations (law firms, doctors' surgeries, technical, notarial, consultancy firms, etc.). Obviously, the questionnaire takes into account the specificities that might apply to the various companies, and questions are conceived bearing in mind such corporate realities as yours as well. In some instances, as in question 4.3.1 – out of the possible answers to be provided – you can indicate that "The company does not produce goods".

Questionnaires and surveys	Objectives and observations field	What is meant by company?	Istat defines it as the legal-economic unit that produces goods and services intended for sale and that, pursuant to the laws in force or to its own articles of association, is entitled to distribute the profits made to the owning subjects, be they private or public. Companies include, even where set up in an artisanal form, sole proprietorships, partnerships, joint stock companies, cooperatives (except for social cooperatives), private law consortia, public economic bodies, special agencies and public service companies. Self-employed workers and freelancers, too, fall under the definition of companies.
Questionnaires and surveys	Objectives and observations field	In the case of company groups, who should provide the data?	The survey does not record company groups, but the individual companies that are part of it (if on the list), whether controlling or controlled. Therefore, the questionnaire will be filled in with the data of the company on the list.
Questionnaires and surveys	Objectives and observations field	If the company has fewer than 3 employees, must it answer the questionnaire?	The online questionnaire must be filled in and sent even if the company currently has less than 3 employees. The company has in fact been casually selected according to updated information on the average number of employees in legal units as contained in the Istat statistical registers available at the time of selecting the sample units. Accordingly, we believe that your answers will be suitable for representing middle-sized companies. Filling it out will allow the company to comply with the obligation to reply. Other communication methods will not be deemed valid for evidentiary purposes.
Questionnaires and surveys	Questionnaire items	Questions 1.1-1.2-S 1.3: What is a company controlled by a natural person or by a family?	The control by a natural person or by a family takes place if this subject has the ability to establish operational, financial and production policies within the company, as it holds, for example, over 50 per cent of the quotas or shares (direct control) or has sufficient votes to exercise a dominant influence in the ordinary shareholders' meeting based on agreements with other shareholders (indirect control).

Questionnaires and surveys	Questionnaire items	Question 1.1: What is the difference between direct and indirect control?	Direct control by a natural person or by a family refers to the possession by these individuals of more than 50 per cent of the quotas or shares with voting rights. Indirect control, conversely, occurs if the natural person or the family has sufficient votes to exercise a dominant influence in the ordinary meeting of the company, on the basis of agreements with other shareholders, contracts or statutory clauses.
Questionnaires and surveys	Questionnaire items	Questions 1.1-1.2: What is meant by owner or parent family?	In the case of control by a family (family-controlled company), it is exercised by owners bound by family or affinity ties. The direct family control configures the case of a small company, while indirect control is realised, for example, in the case of divided up and internationalised groups of companies.
Questionnaires and surveys	Questionnaire items	Question 1.2: What is meant by company management responsibility?	The responsibility for the management of the company includes the decisions taken both in the day-to-day operation, essentially operational, and in terms of company policies and long-term choices for performing of economic activity.
Questionnaires and surveys	Questionnaire items	Section 1 - Question X.1.4 and S.1.3: What is meant by strategic decisions?	By strategic decisions we mean the totality of decisions pertaining to the company policy and the long-term choices of the company. No reference is made to such operational aspects as the daily management of activity, e.g. production levels, or acquisition of raw materials and resources.
Questionnaires and surveys	Questionnaire items	Questions 1.8-1.9: Which link identifies the family in the definition of generational handover and family control for the purposes of the survey?	The reference is to the relationship of kinship and affinity. Therefore, persons connected by relationships of consanguinity (parent, child, siblings or cousins) and acquisition (for example, father-in-law and son-in-law, husband and brother of his wife, etc.).

<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Section 2 - Question 2.2: What is the difference between "workers on a staff leasing " and "workers on a collaboration relationship"?</p>	<p>The "workers on a staff leasing" item concerns the human resources acquired by the company in the 2021-2022 two-year period through the services of a temporary employment agency. In this case, the contract is concluded between the workers and the temporary employment agency (workers on staff leasing contracts are thus employees of the job placement agencies themselves rather than of the companies making use of them). The "workers on a collaboration relationship" item includes all resources acquired in the 2021-2022 two-year period pursuant to collaboration relationships (to whom the same rules as those governing employed work apply from 1 January 2016), and thus comprise:</p> <ul style="list-style-type: none"> - exclusively personal services, - of an ongoing nature (i.e., not occasional), - the methods of execution of which are organised by the client. <p>It should furthermore be remembered that the "workers on a collaboration relationship" item also includes external collaborators with VAT numbers.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Section 2 - Questions X.2.6 - 2.7 - 2.8 - 2.9 - X.2.10 - X.2.11: What is meant by company "staff"?</p>	<p>Internal staff only refers to personnel who are part of the company's staff complement.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Section 2 - Question 2.7: How do we quantify the percentage of company staff who undertook a work also capable of performance from remote, in smartworking or in teleworking mode?</p>	<p>You must indicate an estimate of the percentage share of staff complement who performed, in whole or in part, tasks or activities that could also be carried out from remote, in smartworking or in teleworking mode. The share is obtained as a ratio between the number of workers who undertook a work capable of being performed from remote, in smartworking or in teleworking mode and the total number of workers making up the staff complement.</p>

Questionnaires and surveys	Questionnaire items	Sezione 2 - Question 2.8: How do we quantify the percentage of company staff who worked from remote, in smartworking or teleworking?	You must indicate an estimate of the percentage share of staff who worked from remote, in smart working or in teleworking at least one day a week between September and December 2022. The share is obtained as a ratio between the number of workers who worked from remote, in smart working or in teleworking at least one day a week and the total number of workers making up the company's staff complement.
Questionnaires and surveys	Questionnaire items	Questions 2.12-X.2.14: What is meant by compulsory corporate training?	When answering questions 2.12-X.2.14, only non-compulsory training should be taken into account. Compulsory company training includes all the training activities that allow a company to comply with current regulations regarding health and safety at work, fire prevention and first aid. It also includes training (provided to both tutors and apprentices) for the inclusion of workers with apprenticeship contracts or for training qualifying for a profession. The same applies to courses and other training activities relating to the use of Personal Protective Equipment and procedures to tackle the Covid-19 health emergency, so they must not be considered when providing answers to the aforementioned questions.
Questionnaires and surveys	Questionnaire items	Question X.2.14: How is it possible to quantify the percentage of personnel who have carried out at least one non-compulsory corporate training activity?	To quantify the percentage of personnel who have carried out corporate training activities, the share of workers in the workforce, excluding apprentices, who in 2018 participated in at least one internal, external or informal learning activity (such as training on the job) is considered. Mandatory corporate training activities relating to, for example, health and safety at work must not be considered.

<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question 3.1: The company that answers the questionnaire purchases goods or services from another company without a formal contract setting out the specifications of the supply. In this case is the company the client?</p>	<p>No, in this case the company does NOT entertain job order/subcontracting relationships. The contract/subcontract relations, must be based on a contract which specifies the modes, quantity and timing of the supply of the goods or service.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question 3.2: The company maintains relations with multiple types of subjects. How many boxes is it possible to tick?</p>	<p>There is no maximum limit. It is also possible to tick all the boxes provided. What is important is that the relations indicated have precise references to the supply, production and activities to be carried out on the basis of specific contracts, formal or informal agreements.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question 3.3: The company maintains relations for the performance of several functions. How many boxes is it possible to tick?</p>	<p>There is no maximum limit. It is also possible to tick all the boxes provided. What is important is that the relations indicated have precise references to the supply, production and activities to be carried out on the basis of specific contracts, formal or informal agreements.</p>

<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Section 3 - Question 3.7: The company is unable to slot itself under any of the indicated production chains. What reply must I give?</p>	<p>In order to answer question 3.7 and therefore identify the production chain or chains it contributes to the most, we must bear in mind the economic activities performed by the other companies/entities for which the activities undertaken by the company are intended at in terms of:</p> <ul style="list-style-type: none"> - production/processing/packaging of raw materials, semi-finished or finished products; - production of machines and equipment for specific use by the chain for the production/ processing/ packaging of raw materials, semi-finished or finished products and their components; - services to companies and/or to the end-user (e.g. distribution, consultancy, marketing, digital services, R&S, cleaning, maintenance, sales). <p>If the company, after a careful perusal of all production chains indicated, is unable to identify one suited to its company reality, it can tick off the "Other chain" mode, last line. This group comprises in fact the activities not mentioned in the previous chains, including other personal services and services to companies. For more information, write to censimpres-dcse@istat.it</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question X.4.2: How is it possible to identify the business sector of the company's main customers?</p>	<p>In order to identify the sector of economic activity of the company's customers, it is necessary to consider the main task performed, namely the activity that contributes most to the production of this company.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question X.4.6: What is meant by variable costs?</p>	<p>Variable costs are business expenses that change based on a company's production volume. It is distinct from fixed costs, which remain constant whether production increases or if it decreases. The most common types of variable cost are the raw materials required for production and personnel costs.</p>

<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question X.4.7: In the case of a multi-product company it is possible that the pricing and distribution strategies are different depending on the product considered. What is the prevalence criterion to be adopted to identify the product to which the response should</p>	<p>Reference should be made to the main product, as declared by the company.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question 6.1: What is the time reference for trade payables and receivables?</p>	<p>The reference is to trade payables and receivables outstanding during 2022.</p>
<p>Questionnaires and surveys</p>	<p>Questionnaire items</p>	<p>Question X.7.1: What is meant by production delocalisation and what cases need to be considered?</p>	<p>The question aims to detect the cases of delocalisation of production carried out in the two-year period 2021-2022 by Italian companies through foreign direct investments or delocalisation agreements or contracts. Foreign direct investment means the start-up of new production units (greenfield), corporate investments (brownfield), corporate operations such as mergers and acquisitions of at least 10% of the ordinary shares of a foreign company (Mergers and Acquisitions - M&A). The purpose of these investments is to achieve a lasting interest in the country and a significant influence in the management of the company. Delocalisation agreements or contracts concern collaborations with foreign companies of a technical and/or production type, such as, for example, the processing account, subcontracting, the transfer of production licences to independent foreign companies, etc.</p>

Questionnaires and surveys	Questionnaire items	Question X.7.7: An error message is triggered and the company does not understand why	Question X.7.7 on the main obstacles to delocalisation contemplates a maximum of 3 replies, some of which are mutually incompatible. If the company provides the answers "The company is not interested in delocalising its activity" or "No obstacle" (i.e. one of the last 2 modes in the list), they will be sufficient to close the question and no other answers may be indicated.
Questionnaires and surveys	Questionnaire items	Question 8.1: What characteristics are possessed by the company that identifies itself in the areas of specialisation indicated in the question?	The company produces manufactures, services and technologies in one or more areas of specialisation, defined as development trajectories based on innovation and research that facilitate structured collaborations between entrepreneurial and research subjects. The company operates or will mainly operate in the areas indicated, or supplies products, services and technologies other than those specific to the area of specialisation.
Questionnaires and surveys	Questionnaire items	Questions 8.4.1-8.5 What must the company consider to define the investment intensity required for the areas indicated in the question?	The company defines the intensity of investments between the areas indicated, assessing which of them the company strategy has focused upon the most-taking into account both tangible and intangible investments-, using as a comparative measure the prevalence of an area over the others.
Questionnaires and surveys	Questionnaire items	The company complains that some questions are not displayed (e.g. from question 3.2 to question 3.9 and from question 9.5 to question 9.9)	Sections 2, 3 and 9 consist of several webpages, and – to view all the questions – you must accordingly click on the NEXT button on the bottom right of the first webpage of the section.

<p>Corporate transformations and regulation</p>	<p>Statistical secret and personal data protection</p>	<p>Is it compulsory to answer the survey?</p>	<p>Respondents are bound to accurately and comprehensively provide the news and data required in the survey questionnaire.</p> <p>In particular, the obligation to answer the survey in question is sanctioned by article 7 of Legislative Decree No. 322/1989 and the Presidential Decree of 15 December 2022 approving the 2020-2022 - National Statistical Program - 2021-2022 Update, with the annex headed "Elenco dei lavori (Sdi e Sda) compresi nel Psn 2020-2022 che comportano l'obbligo di risposta per i soggetti privati".</p> <p>We want to reassure you that filling out the questionnaire does not entail the inclusion of accounting data or other information of a quantitative nature, but only concerns qualitative aspects relating to ownership, the use of human resources, any relationships with other companies, the relevant market sector, etc.</p> <p>We are awaiting the duly filled in questionnaire by no later than 31 March 2023.</p>
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<p>Corporate transformations and regulation</p>	<p>Administrative penalties</p>	<p>Administrative penalties will apply in case of no reply?</p>	<p>Failure to provide the data in question amounts to breach of the obligation to reply. Respondents are under a duty to accurately and comprehensively provide the news and data solicited in the survey questionnaire.</p> <p>In particular, the obligation to reply to the survey in question is laid down by article 7 of Legislative Decree No. 322/1989 and by the Presidential Decree of 15 December 2022 approving the 2020-2022 - National Statistical Program - 2021-2022 Update, with the annexed list of surveys that stipulate the obligation on private subjects to reply; breach of such obligation shall be punished in accordance with articles 7 and 11 of Legislative Decree No. 322/1989 and with the abovementioned Presidential Decree of 15 December 2022 (annex headed "List of works (Statistics from Administrative Sources and Derived or Re-elaborated Statistics) included in the 2020-2022 National Statistical Program - 2021-2022 Update, for which failure to provide the data amounts to a breach of the obligation to reply").</p> <p>We accordingly invite you to fill out the survey questionnaire in question by no later than 31 March 2023.</p>
<p>Corporate transformations and regulation</p>	<p>Statistical secret and personal data protection</p>	<p>Are statistical secret and the protection of personal data ensured?</p>	<p>The information collected is protected by statistical secret (art. 9 of Legislative Decree No. 322/1989) and subject to legislation on personal data protection (Regulation (EU) 2016/679, Legislative Decree No. 196/2003 and Legislative Decree No. 101/2018). This may be used, for subsequent processing as well, by entities of the National Statistical System, exclusively for statistical purposes, and also communicated for scientific research purposes as per the conditions and methods laid down by art. 5-ter of Legislative Decree No. 33/2013.</p>

<p>Corporate transformations and regulation</p>	<p>Activity status - Company inactive (i.e. in voluntary liquidation, winding up and liquidation, winding up)</p>	<p>If the company was inactive (i.e. in voluntary liquidation, winding up and liquidation, winding up) does it have to fill in the questionnaire?</p>	<p>The company in a state of inactivity (i.e. in voluntary liquidation, winding up and liquidation, winding up) is required - unless the state of inactivity was already present - to access Istat's Statistical Portale delle Imprese in the "Anagrafica Impresas" section in order to report the inactivity. In particular, by clicking on "Segnala modifica", a screen will pop up with all the variables that might be subject to change, and then, in the "Stato di attività" field, or - if need be - in the "Procedure concorsuali" field, it might select from the drop down menu the relevant item among those listed therein, indicate "Mese/Anno" of the change, and, lastly, click on "Invia". If you possess a document proving the report, you can attach it by clicking on "Sfoggia" in the "Allegato" field. The moment the report is verified and accepted, your company details will be updated.</p> <p>If such inactivity is validated and effective after 31/12/2021, we will notify you that you are still bound to fill out the survey questionnaire in question.</p>
<p>Corporate transformations and regulation</p>	<p>Activity status - CANCELLATION /EXTINCTION (with or without corporate events)</p>	<p>If the company is cancelled/extinguished with or without corporate events (merger, incorporation) does it have to fill in the questionnaire?</p>	<p>Companies cancelled/extinguished by 31/12/2021 do not have to complete the questionnaire, whereas companies cancelled/extinguished after 01/01/2022 are invited to fill it in in case the data required is available to them.</p> <p>To report an event of cessation/extinction of the company, it is necessary to access the Portal in the "Anagrafica impresa" section and click on "Segnala modifica". A screen will pop up with all the variables that might be subject to change. You must select the "Stato di attività" and "Evento" fields, select from the drop down menu the relevant change among those listed therein, indicate "Mese/Anno" of the change, and then click on "Invia". If you possess a document proving the report, you can attach it by clicking on "Sfoglis" in the "Allegato" field. The moment the report is verified and accepted, your company details will be updated.</p> <p>If Istat verifies that your company has not been cancelled from the Companies' Registry of the Chamber of Commerce, we inform you that you will still be obliged to reply to the relevant survey.</p>

<p>Corporate transformations and regulation</p>	<p>Lease/ transfer of business unit</p>	<p>The company communicates the lease/transfer of the business unit</p>	<p>Notwithstanding the lease/transfer of the business unit, it is still obligatory to answer the survey questionnaire.</p> <p>If the event has occasioned a change in the Ateco code, when filling in the questionnaire you must refer to the predominant economic activity in the reference year of the survey (2022).</p> <p>The lease/transfer of the business unit must be indicated using the "Report change" function in the section headed "Company's master data". You will then see a list of variables susceptible of editing. You will have to cross the "event" field and select from the drop-down menu the relevant item: "sale by transfer into new company", alternatively, "sale by transfer into pre-existing company". In addition, you will have to indicate the reference "Month/ year".</p> <p>If the variation has brought about a change in the company's main economic activity (i.e. the Ateco code), in the same form, you must indicate this change as well: cross the "Main economic activity" field and always indicate the reference "Month/ year".</p> <p>If you possess documents certifying the communication, you can attach them by clicking on "browse" in the "Attachment" field. Once all communications and attachments, if any, have been entered, you must click on "Send". As soon as the relevant communication is checked and accepted, your company's master data will be updated.</p>
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